



## **Safe Lifting Policy**

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### **1.0 Policy/Procedure**

#### **Employees shall follow these guidelines**

- If possible avoid placing heavy objects on the floor if they must be picked up again later.
- Place a heavy object on a utility table at waist height is a safer method to avoid injury.
- If possible use a mechanical device and inspect the device before use. If the object is too heavy, large or awkward, get help.
- Avoid lifting above your shoulder height. Use a ladder or step stool to move objects at these heights.
- Push rather than pull an object. While pushing, maintain your lumbar curve and push with your legs.
- Always wear slip-resistant shoes and check to ensure footing is firm.
- Check the path before lifting and/or moving the load so you know where to put the load and to ensure the path is clear and well lighted.
- Spread your feet to shoulder width to keep a wide base of support.
- Bend at your knees instead of at your waist and maintain your lumbar curve at all times.
- Hold the object you are lifting as close to your body as possible.
- Avoid a long reach to pick up an object.
- Lift slowly, smoothly and without jerking.
- Avoid unnecessary twisting. Turn your feet, not your hips or shoulders. Leave enough room to shift your feet so as not to have to twist.
- Take your time and use the same techniques when setting down the object.
- If you are not used to lifting heavy objects, do not guess your limits. If in doubt ask for help. Warm your muscles by doing light stretches and take frequent breaks to prevent muscle strains and sprains.
- If the object weight exceeds the maximum weight requirement indicated in your job description, you should get assistance to lift it.

- Serious strains often result from improper lifting and handling of boxes and bundles, office supplies, ledgers, office machines, etc. Such objects shall be moved with a hand truck or unpacked and handled in smaller parcels.
- Bulky objects shall be carried in such a way as not to obstruct the view ahead or interfere with the use of handrails on stairways.
- Report work-related back pain to your supervisor immediately.